

**FIRE CHIEF**

Department: Fire Rescue **Classification/Grade:** M-5
Division: Administrative **FLSA Status:** Exempt
Reports to: City Manager **Date Approved:** _____

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, descriptions/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION:

Plan, organize and direct all functions of the City Fire Department to protect property and life through efficient fire suppression, prevention, education and emergency medical care. Serve at the pleasure of the City, subject to the terms of their employment agreement.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public. Offer a balance of command level operations; Possess a track record of establishing high standards of professionalism and accountability, which they themselves adhere.
2. Direct department operation to achieve goals within budgeted funds and available personnel; Plan and organize workloads and staff assignment, review progress, direct change in priorities and schedule as needed to assure services are provided in an efficient and timely manner.
3. Make policy recommendations regarding procedures, work rules, and performance standards to assure the efficient and effective operation of the Fire Rescue Department in compliance with City standards and federal, state and local laws
4. Formulate department goals and objectives in conjunction with the City Manager, City Council, and department management staff; design programs to implement goals and objectives.
5. Provide managerial leadership and directs the selection, supervision and evaluation of department staff. Conducts or oversees performance evaluations, and initiates and implements disciplinary actions as warranted. Resolves grievances and other sensitive personnel matters. Assures all personnel are trained and equipped to perform duties.
6. Direct the preparation and administration of the department budget based on staffing and resource requirements, cost estimates, and objectives and goals. Monitors the budget to assure compliance with approved budget levels and standards.
7. Direct and develop short and long range plans, goals and objectives for assigned operations. Assures adequate response to disasters by developing and maintaining an inter-departmental emergency management system.
8. Develop and direct a fire prevention system focusing on fire hazard mitigation, fire investigation, criminal prosecution and public education. Assures the readiness of hazardous material responders.
9. May direct activities of subordinates at major fires, hazardous materials incidents, and emergency medical scenes.
10. Oversee the enforcement of the Uniform Fire Code and other fire safety related ordinances and laws. Interprets code language, approves alternate methods and materials, writes compliance notices and issues citations as necessary.
11. Participate in City management staff meetings; coordinate, direct, and participate in departmental presentations to the City Council on items affecting the department.

12. May serve on special City task forces.
13. Represent the City and the department at various state and local organizations and agencies.
14. Provide information to refine mutual aid agreements with other emergency entities.
15. In conjunction with appropriate City staff, review new commercial industrial, subdivision development plans and proposals for compliance, industrial, subdivision development plans and proposals for compliance with fire and building code standards.
16. Respond to fire alarms and participate in fire extinguishment, ventilation, salvage, overhaul, rescue, and other operations, operate various fire fighting/control equipment such as pumps, hose lines; ladders, and extinguishers; lay line and direct water streams into fire; perform cleanup and overhaul work, respond to and participate in situations involving toxic/hazardous waste materials.
17. Assist in addressing general City concerns as a member of the City's top management team.
18. Dependable and meet acceptable attendance requirements at all times.
19. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS

- A. Maintain system and records that provide for proper evaluation, control and documentation of assigned operations
- B. Perform other related duties as assigned.

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- EMS, grant writing and oversight, and administrative experience.
- Practices, principles, procedures, regulations, and techniques of fire-fighting, EMS, and disaster control.
- Fiscal management, including budget preparation, expenditure control, and record keeping.
- Management and supervisory principles and practices.
- Current and proposed legislation and laws of the local, state, and federal governments that affect the Fire Department.
- Emergency operation plans and their preparation; emergency command procedures (including call ups and mutual aid); investigation procedures; and department prevention procedures.
- Fire and medical equipment skills including tactics, fire behavior, fire department inspection procedures; sprinkler systems; alarm and communication procedures; operation and maintenance of department apparatus and equipment; safety procedures.
- Knowledge of operation of all fire suppression and emergency medical equipment; regular use of computer, printer, two-way radio.

Ability to:

- Interact with a variety of law enforcement agencies.
- Analyze situations quickly and objectively, to recognize actual and potential danger, and determine the proper course of action.
- Plan, organize and oversee assigned functions including evaluating the work of subordinates.
- Establish and maintain effective working relationships with senior City management, employees, council members, other agencies, and the general public.
- Communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations.
- Function effectively in emergency situations.
- Organize, delegate, and establish meaningful goals.
- Pass Motor Vehicle Record/Insurance inquiry.
- Pass pre-employment drug screening.
- Pass post-job offer comprehensive medical examination.
- Work non-standard hours such as evenings, weekends and holidays.

Special Requirements

Residency Requirement: Must be able to respond within 15 minutes from residence.

Experience, Education and Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: Bachelor’s degree in fire science, public administration or related field.

Experience: Ten (10) years of experience in the provision of fire and other emergency services, including seven (7) years of experience in a supervisory management position. Master’s degree preferred.

Training:

License or Certificate: Must possess, at the time of employment and continuously throughout employment, a valid Nevada Class “C” driver’s license. Fire Officer Certification

WORKING CONDITIONS

Work is performed under the following conditions:

Duties are generally performed both in an office environment, traveling to meetings and may be performed outside in varying and extreme weather conditions during fire emergencies. A firefighter is required to wear protective gear, carry appropriate tools and wear a self contained breathing apparatus, weighing a combined total of 100 lbs.

Physical Requirements:

Physical demands needed are vision to distinguish among colors including the color of smoke and flame in order to determine type or source of the fire, or to identify other potentially dangerous situations; hearing to hear a variety of warning devices and alarms, gas leaks, or calls for help and speech to communicate in person. Physical exertion is required due to constant bending, kneeling, sitting, squatting, twisting, walking, reaching, stooping, climbing ladders, pulling hoses, moving heavy objects and crawling through tight spaces. Must carry/lift/push or pull materials, equipment, and persons exceeding 50lbs and may be required to work at heights in excess of 20 feet. Subject to 24 hour call back for emergency conditions.

Job Hazards/Risk Factors:

Employees risk physical hazard from mechanical and electrical equipment, heavy equipment, hazardous fire conditions, smoke, chemicals, dust, fumes, gases, bio-hazards such as blood borne pathogens, drug paraphernalia and other hazardous materials, falling debris, unstable building and extreme heat.

It is a condition of employment that any Fire & Rescue service employee hired into the Fire & Rescue Department after March 1, 2004, not use tobacco both on and off duty for the duration of employment with the City.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: September 2002
May 2007
July 2008
July 2010